

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[University Name]  
[University Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],

I hope this letter finds you well. As a proud alumnus of Zhejiang University, I am reaching out to reconnect and engage with fellow alumni and the university community.

[In this paragraph, share your personal experiences, achievements, or memories related to ZJU that highlight the importance of the university in your life.]

I believe that fostering connections among alumni can create valuable opportunities for collaboration, mentorship, and support. I would love to discuss potential events or initiatives we can undertake to enhance our alumni network.

[In this paragraph, suggest ideas for alumni engagement, such as networking events, mentorship programs, or community service activities.]

Thank you for considering my proposal. I look forward to your thoughts and hopefully collaborating to strengthen our ZJU alumni community.

Warm regards,

[Your Name]  
[Your Graduation Year]  
[Your Degree/Field of Study]  
Zhejiang University Alumnus